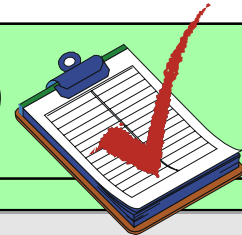


CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

July 2, 2001

NEWS BRIEFS

DEFERRED COMP SEMINAR

A representative of the Kentucky Deferred Compensation Authority will be in the Health Services Building Auditorium on July 9 for seminars at 10 a.m. and 2 p.m.

Jolene VanHorne will discuss: enrollment and deferral services; amendment services to increase/decrease deferrals; making changes by phone, in writing or by computer; answer questions about the program; updates on recent plan enhancements and legislated changes; and conduct individual employee sessions.



TIP OF THE WEEK

If you are stung by a bee, remove the stinger by scraping with your fingernail or the sharp edge of a credit card. Scrape in only ONE direction (not back and forth). Wash the area thoroughly with soap and water. Apply ice to the area to help relieve the pain and swelling. Do not remove a stinger with tweezers. Squeezing releases more of the poison into your body. The swelling should be gone within 24 hours. Signs of an allergic reaction include: difficulty breathing, beginning to cough, complaining of a headache and possibly becoming unconscious. Immediate medical attention is needed if an allergic reaction develops.

Budget Steps Taken By Gov. Patton

Governor Paul Patton this week issued directives to state government agencies related to personnel, travel and vehicle management to address the projected revenue shortfall for Fiscal Year 2002.

"I have asked all state agencies to take some basic steps to help ensure my overall goal of preventing employee layoffs and to protect state employee's annual 5 percent pay increment this year," Governor Patton said.

Patton directed all state agencies to suspend, as of July 1, 2001 all merit base pay increases as well as discretionary payments for accrued compensatory time. Overtime will not be allowed, unless authorized by a supervisor and only in cases to prevent or eliminate life-threatening, safety or health situations.

Combined, these activities cost the

Commonwealth approximately \$45 million dollars in FY 2001.

In addition, the Governor has asked each cabinet to analyze their employee travel and state vehicle expenditures. Upon completion of this analysis, a written summary of actions deemed appropriate to produce cost savings in these budget areas will be submitted to the Governor.

"While no final decisions have been made on budget cuts for FY 02, I do expect to make recommendations to the Governor before the end of the month," said state budget director Dr. Jim Ramsey. "However, as we begin the new fiscal year it is imperative for us to implement cost reduction measures such as those the Governor insti-

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CHS Strategic Plan Under Review

The CHS Strategic Plan has been submitted to the Office of State Budget Director and is currently under review.

The draft document as submitted included the CHS core values, vision and mission statement, goals, objectives and performance indicators.

Also submitted with the plan was the Secretary's statement of alignment, which describes how the plan supports Governor Patton's goal to

"set Kentucky on the path to achieving economic opportunity and a standard of living above the national average in 20 years."

Technically the plan is still in "draft" form and will not be considered "final" until changes recommend by the Office of State Budget Director are incorporated, and the plan is re-submitted in November along with the budget request for the 2002-04 biennium.

New Web Site On Trainee Program

In an effort to increase representation of minority managers in state government a new website, www.diversity.state.ky.us, has been launched to educate and inform state government agencies about the Governor's Minority Management Trainee Program (GMMTP).

Minority employees wanting to gain management experience and promotions to management level jobs can learn and participate in the GMMTP. The program, created by executive order in 1995, is used as a recruitment and professional development tool, preparing minority employees to enter a competitive workforce.

"The goal of this program is to enable participants to cultivate the skills needed to serve Kentucky's citizens effectively," said Governor Patton. "Through the Governor's Minority Management Trainee Program, we are preparing employees to make successful transitions to management, and continue to serve the needs of our Commonwealth."

Since it's beginning, 36 trainees have graduated from the program with the majority receiving promotions. This fall, the third class of 20 participants is expected to complete the program; four have already received promotions. A new class will start July 1.

Various state government agencies

lend their support in increasing highly qualified employees. Participants work closely with the Personnel Cabinet in developing portfolios to circulate among hiring agencies. The trainees are required to complete Phase One of the Kentucky Certified Public Manager Program offered by the Governmental Services Center, a nationally accredited management development-training curriculum. Several trainees have returned to school in receipt of their masters degrees. "This is one of many efforts to develop qualified managers for tomorrow's future," said Governor Patton.

Participants are selected from the Executive Branch Cabinets, Constitutional Offices and Kentucky State University for each two-year program cycle. For more information about the program log on to www.diversity.state.ky.us, or simply type in diversity.state.ky.us and learn about this unique program.

Budget Steps

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tuted today."

Acting Health Services Secretary Marcia Morgan is asking CHS managers to closely watch employee time. Overtime must be approved in advance. CHS also plans to ask the Transportation Cabinet to study the cabinet's use of state vehicles, she said.

Morgan also asked all CHS offices to only make purchases that are absolutely necessary.

CHS still plans to participate in the State Fair in August. Employees who work at the fair will have to count the time as part of their regular work week — meaning they will not earn comp time or overtime — during the State Fair.

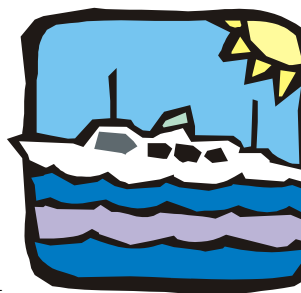
Morgan said CHS will have to make use of flex time. For example, if someone works at the state fair on a Saturday, they would have to take another day off during the work week.

Play It Safe During Summer Holidays

During this holiday time, take the time to be safe while you and your family enjoy the weather.

A few tips:

If you plan to use a boat or car, don't drink and drive. And while in a boat



or in the water, keep an eye on your children.

Those under 12 should have a life preserver on while riding in a boat.

Watch out for carbon monoxide near and under the swim deck

when boat engines or generators are operating.

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